

**PHILIPPINE BIDDING DOCUMENTS**

**Procurement of  
INFRASTRUCTURE  
PROJECTS**

Government of the Republic of the Philippines

***RENOVATION OF THE  
TESTING AND  
EVALUATION CENTER***

***(Php 1,484,999.46)***

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the “Works”) through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# *Glossary of Terms, Abbreviations, and Acronyms*

**ABC** – Approved Budget for the Contract.

**ARCC** – Allowable Range of Contract Cost.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**Contractor** – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

**CPI** – Consumer Price Index.

**DOLE** – Department of Labor and Employment.

**DTI** – Department of Trade and Industry.

**Foreign-funded Procurement or Foreign-Assisted Project** – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria.

The IB should be incorporated into the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





## Invitation to Bid for *Renovation of the Testing and Evaluation Center*

1. The *Western Mindanao State University*, through the *FIDUCIARY 2023* intends to apply the sum of *One Million Four Hundred Eighty-Four Thousand Nine Hundred Ninety-Nine Pesos & 46/100 (Php 1,484,999.46)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Renovation of the Testing and Evaluation Center*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Western Mindanao State University* now invites bids for the above Procurement Project. Completion of the Works is required *Ninety (90) Calendar Day*. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from *Western Mindanao State University* and inspect the Bidding Documents at the address given below from *8:00 AM-5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested bidders on *September 13 to October 5, 2023* from given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Five Thousand (5,000.00) Pesos*.
6. The *Western Mindanao State University* will hold a Pre-Bid Conference<sup>1</sup> on *September 21, 2023 1:30 PM* at *BAC Office, Ground Floor Executive Building, Western Mindanao State University, Baliwasan, Zamboanga City*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before *1:00 PM October 5, 2023*. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
9. Bid opening shall be on *October 5, 2023, 1:00 PM* at the given address below *BAC Office, Ground Floor Executive Building, Western Mindanao State University, Baliwasan, Zamboanga City*. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a pre-bid conference.

10. The ***Western Mindanao State University*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

*Joel C. Macasinag  
Head Secretariat  
Executive Building, BAC Office  
Western Mindanao State University  
Normal Road, Baliwasan  
Zamboanga City  
Tel. No.: (062)991-7875  
Email: [bacsecretariate@wmsu.edu.ph](mailto:bacsecretariate@wmsu.edu.ph)*

12. You may visit the following websites:

For downloading of Bidding Documents: [www.wmsu.edu.ph](http://www.wmsu.edu.ph) or *PhilGeps website*

*September 13, 2023*

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***FREDELINO M. SAN JUAN, Ph.D.***  
***BAC Chairperson***

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, *Western Mindanao State University* Invites Bids for the *Renovation of the Testing and Evaluation Center*

The Procurement Project (referred to herein as “Project”) is for the construction of Works, as described in Section VI (Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *FIDUCIARY Fund 2023* in the amount of *One Million Four Hundred Eighty-Four Thousand Nine Hundred Ninety-Nine Pesos & 46/100 (Php 1,484,999.46)*.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA’s CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be “similar” to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## **6. Origin of Associated Goods**

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *September 21, 2023 1:30 PM at BAC Office, Ground Floor Executive Building, Western Mindanao State University, Zamboanga* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents Comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

- 10.3. A valid special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **11. Documents Comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Alternative Bids**

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

## **13. Bid Prices**

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

## **14. Bid and Payment Currencies**

- 14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

- 14.2. *Payment of the contract price shall be made in:*

- a. Philippine Pesos.

## 15. Bid Security

- 15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2. The Bid and bid security shall be valid until *at least 120 calendar days from the Opening of Bids*. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## 17. Deadline for Submission of Bids

The Bidders shall submit on or before *October 5, 2023, 1:00 PM* at its physical address at the *BAC Office Ground Floor Executive Building, Western Mindanao State University, Baliwasan, Zamboanga City*.

## 18. Opening and Preliminary Examination of Bids

- 18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the

lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## **20. Post Qualification**

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet (BDS)**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause																			
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p><i>Interior Renovation consisting of the ff:</i></p> <p><i>Lavatory Countertop</i>  <i>Concrete Hollow Blocks (CHB) Non-Load Bearing Wall</i>  <i>Cement Plaster Finish</i>  <i>Installation of Fiber Cement Ceiling on Metal Framing System</i>  <i>Fiber Cement Wall partition/Cladding on Metal Framing System</i>  <i>Wooden Flush Door with Accessories</i>  <i>Glass Panel Door with Accessories</i>  <i>Aluminum Framed Glass Window with Accessories (jamb, sill, etc.) – Fixed</i>  <i>Aluminum Framed Glass Window with Accessories (jamb, sill, etc.) – Sliding Windows</i>  <i>Aluminum Framed Glass Window with Accessories (jamb, sill, etc.) –Awning</i>  <i>Installation of Floor Tiles including Tile Adhesive</i>  <i>Granite Floor Tiles</i>  <i>Non-Skid Floor Tiles</i>  <i>Installation of Wall Tiles including Tile Adhesive</i>  <i>Glazed Ceramic Wall Tiles</i>  <i>Installation of Countertops</i>  <i>Granite Tiles</i>  <i>Paint on concrete/masonry surface</i>  <i>Painting on Wood Surface</i>  <i>PPR Pipes and Fitting</i>  <i>Sanitary Pipes &amp; Fitting</i>  <i>Water Closet with Complete Accessories</i>  <i>Lavatory with Complete Accessories</i>  <i>Conduits Boxes and Fittings</i>  <i>Wires and Wiring Devices</i>  <i>Lighting and Power Fixtures</i>  <i>Panel Board including Circuit Breaker</i></p>																		
7.1	<i>Not Applicable</i>																		
10.3	<i>[Specify if another Contractor license or permit is required. ]</i>																		
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Key Personnel</u></th> <th style="text-align: center;"><u>General Experience</u></th> <th style="text-align: center;"><u>Relevant Experience</u></th> </tr> </thead> <tbody> <tr> <td><b>Site Engineer</b></td> <td style="text-align: center;"><b>3 years</b></td> <td style="text-align: center;"><b>3 years</b></td> </tr> <tr> <td><b>Construction Foreman</b></td> <td style="text-align: center;"><b>3 years</b></td> <td style="text-align: center;"><b>3 years</b></td> </tr> <tr> <td><b>Certified Safety Officer</b></td> <td style="text-align: center;"><b>3 years</b></td> <td style="text-align: center;"><b>3 years</b></td> </tr> <tr> <td><b>Electrical Engineer</b></td> <td style="text-align: center;"><b>3 years</b></td> <td style="text-align: center;"><b>3 years</b></td> </tr> <tr> <td><b>Electrician</b></td> <td style="text-align: center;"><b>3 years</b></td> <td style="text-align: center;"><b>3 years</b></td> </tr> </tbody> </table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	<b>Site Engineer</b>	<b>3 years</b>	<b>3 years</b>	<b>Construction Foreman</b>	<b>3 years</b>	<b>3 years</b>	<b>Certified Safety Officer</b>	<b>3 years</b>	<b>3 years</b>	<b>Electrical Engineer</b>	<b>3 years</b>	<b>3 years</b>	<b>Electrician</b>	<b>3 years</b>	<b>3 years</b>
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	<i>Note: Contractor with ongoing projects with the University shall provide a separate set of key personnel.</i>															
10.5	<p>The minimum major equipment requirements are the following:</p> <table border="1"> <thead> <tr> <th><u>Equipment/ Tools</u></th> <th><u>Capacity</u></th> <th><u>Number of Units</u></th> </tr> </thead> <tbody> <tr> <td><b>Service Truck</b></td> <td></td> <td><b>1</b></td> </tr> <tr> <td><b>Portable Grinder</b></td> <td></td> <td><b>3</b></td> </tr> <tr> <td><b>Portable Electric Drill</b></td> <td></td> <td><b>3</b></td> </tr> <tr> <td><b>Portable Sander</b></td> <td></td> <td><b>3</b></td> </tr> </tbody> </table>	<u>Equipment/ Tools</u>	<u>Capacity</u>	<u>Number of Units</u>	<b>Service Truck</b>		<b>1</b>	<b>Portable Grinder</b>		<b>3</b>	<b>Portable Electric Drill</b>		<b>3</b>	<b>Portable Sander</b>		<b>3</b>
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12	<i>No Further Instructions</i>															
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than two <i>percent (2%) of ABC</i> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p>															
19.2	Partial bid is not allowed. Infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.															
20	<p><b><i>PCAB License (Size Range: at least Small B, License Category: C &amp; D)</i></b></p> <p><i>All licenses and permits relevant to the Project and the corresponding law requiring it, e.g., Environmental Compliance Certificate, Certification that the project site is not within a geohazard zone, etc.</i></p>															
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.															

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

## 2. **Sectional Completion of Works**

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

## 3. **Possession of Site**

3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

## 4. **The Contractor's Obligations**

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

## 5. **Performance Security**

5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.

- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## **6. Site Investigation Reports**

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.

## **7. Warranty**

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

## **8. Liability of the Contractor**

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## **9. Termination for Other Causes**

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

## **10. Dayworks**

Subject to the guidelines on Variation Order in Annex "E" of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor's Bid shall be used for small additional amounts of work only when the Procuring Entity's Representative has given written instructions in advance for additional work to be paid for in that way.

## **11. Program of Work**

- 11.1. The Contractor shall submit to the Procuring Entity's Representative for approval the said Program of Work showing the general methods, arrangements,

order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.

- 11.2. The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

## **12. Instructions, Inspections and Audits**

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

## **13. Advance Payment**

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex "E" of the 2016 revised IRR of RA No. 9184.

## **14. Progress Payments**

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

## **15. Operating and Maintenance Manuals**

- 15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the **SCC**.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.



# Special Conditions of Contract

GCC Clause	
2	<i>No further instructions</i>
4.1	The <b>Procuring Entity</b> shall give possession of all parts of the Site to the Contractor <b>within 10 days after the receipt of Notice of Award</b>
6	The site investigation reports are: <i>[list here the required site investigation reports.]</i>
7.2	<p><i>[Select one, delete the other.]</i></p> <p><i>[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:]</i> Fifteen (15) years.</p> <p><i>[In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:]</i> Five (5) years.</p> <p><i>[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:]</i> Two (2) years.</p>
10	a. Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <b>Ten (10) days</b> of delivery of the Notice to Proceed.
11.2	The amount to be withheld for late submission of an updated Program of Work is <b>Ten Percent (10%)</b> .
13	The amount of the advance payment is <b>15% upon request subject to submission to and acceptance by the PE of a performance security</b> .
14	<i>No Further Instructions</i>
15.1	<p>The date by which operating and maintenance manuals are required is <i>within 10 (Ten) days after the Notice to Proceed and Commence Work</i></p> <p>The date by which "as built" drawings are required is <i>at least Thirty (30) calendar days from the receipt of Completion and Turn-Over)</i></p>
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is <b>Ten percent (10 %)</b> .

## *Section VI. Specifications*

### **Notes on Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Bids. In the context of international competitive bidding, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is mandatory. Most specifications are normally written specially by the Procuring Entity or its representative to suit the Works at hand. There is no standard set of Specifications for universal application in all sectors in all regions, but there are established principles and practices, which are reflected in these PBDs.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addenda should then adapt the General Specifications to the particular Works.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the SCC.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Procuring Entity's Representative's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity's Representative at least twenty-eight (28) days prior to the date when the Contractor desires the Procuring Entity's Representative's consent. In the event the Procuring Entity's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

These notes are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final Bidding Documents.



**PROJECT TITLE:** RENOVATION OF THE TESTING AND EVALUATION CENTER  
**PROJECT LOCATION:** WMSU-MAIN CAMPUS, LOT-2 NORMAL ROAD, BALIWASAN, ZAMBOANGA CITY  
**SUBJECT:** SUMMARY OF WORKS, GENERAL REQUIREMENTS AND TECHNICAL SPECIFICATIONS

---

**I. SUMMARY WORKS**

**I.A. INTRODUCTION**

The Works in this Contract is for the **RENOVATION OF THE TESTING AND EVALUATION CENTER** located at **WMSU-MAIN CAMPUS, LOT-B NORMAL ROAD, BALIWASAN, ZAMBOANGA CITY**. The WMSU-Physical Plant and Engineering Services shall perform the construction management services including the management of project deliverables and all issues arising from this Contract Document.

**I.B. NAME OF THE PROJECT**

**RENOVATION OF THE TESTING AND EVALUATION CENTER** located at **WMSU-MAIN CAMPUS, LOT-2 NORMAL ROAD, BALIWASAN, ZAMBOANGA CITY**

**I.C. START COMPLETION OF DATES**

The Contractor shall be held responsible for meeting intermediate dates as contained within the attached documents. Such dates are binding, and damages will apply to intermediate as well as end dates:

Start on Site : Based on date stipulated on Notice to Proceed

Punch List :

All Works Complete :

#### **I.D. WORKS AREAS**

All works shall be done within the confine of the lot boundaries. Provide temporary work enclosures on all sides affected by building repair works. Provide appropriate announcement boards and signage's, to include all construction permits, clearances, and duration of works

#### **I.E. SCOPE OF WORKS**

The Scope of Work includes the furnishing of all labors, materials, equipment, and tools including supervision necessary to complete all the Works stated herein. All Works are to be complete in accordance with the Contract Documents and as directed by the WMSU-Physical Plant and Engineering Services to result in a completely functional facility.

The Scope of Work shall consist of the following in accordance with the Drawings and Specifications, including Supplemental Agreement but is not limited to the following:

##### **E.1. General Requirements**

- a. Perimeter Fence
- b. Project Billboard
- c. Occupational Safety and Health Program
- d. Mobilization and Demobilization

##### **E.2. Demolition Works**

- a. Manual Demolition/Removal of Double Wall Partitions with Small Tools

##### **E.3. Concrete Works**

- a. Lavatory Countertop

##### **E.4. Masonry Works**

- a. 100 mm Concrete Hollow Blocks (CHB) Non-Load Bearing Wall
- b. Cement Plaster Finish

##### **E.5. Carpentry and Joinery Works**

- a. Installation of Fiber Cement Ceiling on Metal Framing System
- b. Fiber Cement Wall partition/Cladding on Metal Framing System

- E.6. Doors, Windows, Glass and Glazing**
  - a. Wooden Flush Door with Accessories
  - b. Glass Panel Door with Accessories
  - c. Aluminum Framed Glass Window with Accessories (jamb, sill, etc.) – Fixed
  - d. Aluminum Framed Glass Window with Accessories (jamb, sill, etc.) – Sliding Windows
  - e. Aluminum Framed Glass Window with Accessories (jamb, sill, etc.) – Awning
- E.7. Tiles Works**
  - a. Installation of Floor Tiles including Tile Adhesive
    - Granite Floor Tiles
    - Non-Skid Floor Tiles
  - b. Installation of Wall Tiles including Tile Adhesive
    - Glazed Ceramic Wall Tiles
  - c. Installation of Countertops
    - Granite Tiles
- E.8. Painting Works**
  - a. Paint on concrete/masonry surface
  - b. Painting on Wood Surface
- E.9. Plumbing Works**
  - a. PPR Pipes and Fitting
  - b. Sanitary Pipes & Fitting
  - c. Water Closet with Complete Accessories
  - d. Lavatory with Complete Accessories
- E.10. Electrical Works**
  - a. Conduits Boxes and Fittings
  - b. Wires and Wiring Devices
  - c. Lighting and Power Fixtures
  - d. Panel Board including Circuit Breaker
- E.11. As-Built (Record) Drawings and Related Documents**
- E.12. Permits and Certification**

## II. GENERAL REQUIREMENTS

The works shall be carried out according to the Technical Specifications and shall govern the methods of construction and the kind of materials to be used for the Renovation of the Testing Evaluation and Center as shown in the plans and detailed drawings. The plans, detailed drawings and this Specification, shall be considered as complementing to each other, so that what is mentioned or shown in one, although not mentioned or shown in the other, shall be considered as appearing on both. **In case of discrepancy, between the Technical Specifications and Approved Detailed Drawings, the Technical Specifications shall prevail.**

All works shall be carried out in coordination with carpentry, masonry, electrical, auxiliary, and other building works. Materials not conforming to Specifications shall be rejected.

### II.A. GENERAL CONDITION

Prior to execution of works, the Contractor shall verify the existing condition of the structural and project boundaries. Demolition of existing portion of the structure within the proposed project site is required.

### II.B. SAFETY MEASURES

The Contractor shall be responsible for safety of all workmen and other persons entering the Works and shall be all at his own expense take all measures necessary to ensure their safety. Such measures shall be subject to the approval of WMSU-Physical Plant and Engineering Services shall include but not limited to:

1. Appropriate personal protective equipment (helmet, dust mask, safety shoes, vest, and hand gloves) must be provided and worn by workmen.
2. First Aid Cabinet must be fully equipped and readily available for treatment of sickness and injuries;
3. Provide safety and emergency regulations for fire and electric shock
4. Safe control of flowing water; and
5. Conduct regular safety meeting.

### II.C. NOTICE BOARD

The Contractor shall erect notice board (4' x 8') at the site giving details of the Contract in the format provided by WMSU-PPES. It shall be displayed upon the acceptance of notice to proceed and It shall be removed upon receipt of Certificate of Completion.

 <b>WESTERN MINDANAO STATE UNIVERSITY</b> <small>NORMAL ROAD, BUKANGAY BAHAYSAK, ZAMBOANGA CITY</small>	
<b>PROJECT TITLE</b> <small>LOCATION</small>	
CONTRACTOR	:
DATE STARTED	:
CONSTRUCTION COMPLETION DATE	:
CONSTRUCTION DURATION	:
CONTRACT AMOUNT	:
SOURCE OF FUND	:
IMPLEMENTING OFFICE	: WESTERN MINDANO STATE UNIVERSITY

**II.D. ENVIRONMENTAL AND WORKMANSHIP**

The environment means surrounding area including human and natural resources to be affected during and after completion of works. The Contractor shall take all precautions for safeguarding the environment during the course of construction of the works. He shall abide by all prevalent laws, rules and regulations governing pollution and environmental protection.

Waste materials must be collected, stored, and transported to approved dump / disposal area. The WMSU-Physical Plant and Engineering Services shall have the power to disallow the method of construction, if the stability and safety of the works or any adjacent structure will be compromised, or there is undue interference with the natural or artificial drainage.

**II.E. MATERIAL AND WORKMANSHIP**

All materials and equipment used in the Works shall be new and best in quality, design and performance. All materials used shall be of the quality specified and where not specified shall be in accordance with the relevant Standards Acceptable by the University Architect or the Physical Plant and Engineering Services Director.

All materials and work necessary for the efficient functioning of the installation shall be provided even if not explicitly mentioned in the Contract Documents.

All works shall be carried out to the best engineering practice by fully competent tradesmen.

**II.F. DELAYS**



In the event the Contractor falls behind the Project Schedule, then he may be required to accelerate his work. In such cases, the Contractor shall immediately apply appropriate extra resources at his own expense until such time as the schedule slippage has been recovered.

#### **II.G. SITE DIARY OR MANUAL FIELD LOGBOOK**

The Contractor shall keep Site Diary or Manual Field Book wherein full details of the work carried out during each day shall be fully recorded. The Site Diary or Manual Field Book shall be available for inspection by the WMSU-Physical Plant and Engineering Services anytime during normal office hours. It shall include:

- Project Name;
- Contractor's Name;
- Contractor's Representative;
- Weather Conditions, rainfall, and water level (indicate "NO WORK" if unworkable days)
- Description, quality, and location of work performed;
- Shift and working hours;
- Number and category of workers working at the site;
- Test carried out and results
- Inspection carried out by PPO;
- Problems or abnormal occurrence;
- DEFECTIVE / Non-Compliant Work & Corrective Action.
- Site Instructions;
- Visitors; and
- Accidents (if any)

### III. TECHNICAL SPECIFICATIONS

#### III.A. GENERAL REQUIREMENTS

##### III.A.1. Project Billboard

The Contractor shall erect notice board (4' x 8') at the site giving details of the Contract in the format provided by WMSU-PPES. It shall be displayed upon the acceptance of notice to proceed and it shall be removed upon receipt of Certificate of Completion.



#### WESTERN MINDANAO STATE UNIVERSITY

NORMAL ROAD, BARANGAY BALIWASAN, ZAMBANGA CITY

#### PROJECT TITLE

LOCATION

---

CONTRACTOR	:	
DATE STARTED	:	
CONSTRUCTION COMPLETION DATE	:	
CONSTRUCTION DURATION	:	
CONTRACT AMOUNT	:	
SOURCE OF FUND	:	
IMPLEMENTING OFFICE	:	WESTERN MINDANO STATE UNIVERSITY

### III.A.2. Occupational Safety and Health Program

6. The Contractor shall be responsible for safety of all workmen and other persons entering the project site and shall be all at his own expense to take all necessary measures to ensure their safety.
7. The Contractor shall be responsible for safety of all workmen and other persons entering the project site and shall be all at his own expense to take all necessary measures to ensure their safety.
  - e. Appropriate Personal Protective Equipment such as hard hats, dusk mask, safety shoes, reflectorized vest, hand gloves and the like shall be provided and worn by all workmen on site;
  - f. First Aid Cabinet must be fully equipped and readily available for treatment of sickness and/or injuries;
  - g. Provide Safety emergency regulations for fire and electric shock
  - h. Safe control of flowing water, and
  - i. Conduct regular safety meeting.

### III.A.3. Mobilization and Demobilization

1. The work shall consist of the mobilization and demobilization of the contractor's forces and equipment necessary for performing the work required under the contract.
2. Mobilization shall include all activities and associated costs for transportation of Contractor's personnel, equipment, and operating supplies to the site; building; and other necessary general facilities for the contractor's operation at the site.
3. Demobilization shall include all activities and costs for the transportation of personnel, equipment and supplies not required or included in the contract from the site; including the disassembly, removal and site cleanup, of offices, buildings and other facilities assembled on the site specifically for this project.
4. This work includes mobilization and demobilization required at the time of award.
5. If additional mobilization and demobilization activities and costs are required during the performance of the contract as result of changed, deleted or added items of work for which the Contractor is entitled to an adjustment in contract price, compensation for such cost will be included in the price adjustment for the item or items of work changed or added

#### III.A.4. Demolition

##### 1. Manual Demolition/Removal of Double Wall Partition with Small Tools

- a. Works in this item herein include the Dry walls, Tiles, Red Cement Flooring, Plumbing and Electrical fixtures and Roughing-Ins, including handling, salvaging, piling, and disposing off the cleared materials with all leads and lifts.
- b. Materials obtained from the scope of demolition and removal of items inside the structure shall be properly turned over WMSU-Property Management Office (PMO) for assessment. Demolished materials assessed by PMO for discarding shall be disposed of by the Contractor.
- c. Burning of demolished or any unwanted materials shall not be allowed.

#### III.A.5. Concrete Works

##### 1. Countertop

- a. Works under this section shall include the all-reinforced concrete works as specified in the drawings.
- b. Materials for concrete shall be from approved source by the Engineer-In-Charge.
- c. All concrete works shall be done in accordance with the standard specification for reinforced concrete.
- d. Cement to be use shall be Portland cement or any brand in the market that passes ASTM Standard for Portland Cement.
- e. Water: Use potable water free from alkaline or deleterious substance that may affect the strength of concrete. Use of rain water will not be permitted.

#### III.A.6. Forms and Falseworks

##### 1. Building Formworks and Falseworks (Scaffoldings)

- f. All forms shall be designed by the Contractor for a safe construction activity and installed to dimensions shown on the Drawings.
- g. All materials for formworks shall be durable and free from warps, dilapidation and shall produce a neat surface upon stripping.
- h. All joints shall be free from mortar leak during placement of concrete.
- i. Stripping of forms shall only commence after the concrete has gained sufficient strength (min of 7 days) for major structural elements.

- j. All Formworks shall be carefully removed without shock or disturbance to the concrete.

### III.A.7. Masonry and Plastering

#### 1. 100 mm Concrete Hollow Block (CHB) Non-Bearing Wall

- a. All new CHB reinforcing bars must be properly anchored/attached to the reinforcing bars of the existing CHB walls. Adequate trimmer bars of size & length shall be provided within the new openings as indicated in drawings.
- b. Deliver to site CHB units undamaged and free from breakage to edges or corners.
- c. Concrete hollow block units shall be nominal 100 x 200 x 400 or 150 x 200 x 400 (as indicated in plan) stretcher blocks, all cells grouted with steel reinforcements shown on Drawings, (350min) psi when tested to applicable ASTM Standards and Industry norms.
- d. Erect CHB units to plumb and true to alignment within acceptable tolerance.
- e. Mix proportion for grouting and setting bed shall be 1: 4 (Cement: sand), maximum proportion. The Contractor shall make necessary adjustments to suit project requirements without extra cost to the Company.
- f. Damaged unit masonry shall not be used.
- g. The Contractor shall provide and maintain extra units or numbers at site without extra cost to WMSU-Physical Plant and Engineering Services Office.
- h. All masonry units and associated materials shall satisfy test requirements of ASTM C190, C140), non- load bearing test.
- i. Install all CHB based on anchorage details as shown in drawings.
- j. Interior walls shall be of Smooth Plain Cement Plaster finish unless otherwise specified in the plans.

#### 2. Cement Plaster Finish

- a. All surfaces to be rendered or cement plastered shall be clean from any loose material or contamination to provide strong bond between plaster and the surface.

- b. Mix proportion shall not be less than 1 part of cement to 4 parts of screened sand. Necessary adjustments shall be made to provide a strong and consistent mix, free from cracking due to rapid hydration of plaster mix.
- c. Tampering of previously mix concrete will not be permitted.
- d. All surfaces to receive paint finish shall be smooth whilst surfaces to receive tiles shall be rough to provide better adhesion or bond.
- e. Water shall be potable and clean.

### **III.A.8. Carpentry and Joinery Works**

#### **1. Installation of Fiber Cement Ceiling and Metal Panel Ceiling on Metal Framing System as Indicated in the Drawings**

- a. Works herein shall include supply and installation of fiber cement ceiling board on metal furring ceiling joist.
- b. All material herein shall be free from cracks, dents and other imperfections.
- c. All ceiling works (unless otherwise specified in the detailed drawings) shall be made of 0.35mm thick x 4' 8' fiber cement board. Interior ceiling joints shall be sealed with plaster of paris and non-woven paper tapes without forming any bubble and joints shall be finished flushed to make the ceiling in one piece.
- d. Fiber Cement Boards shall be riveted to metal furring 3/4" x 2" x 5m, spaced at 0.60m both ways. Metal Furring ceiling joist shall have adequate hangers and carrying metal runners to stay in perfect line and level.
- e. Metal wall angles must be 1" x 1" x 5m. Metal furring ceiling joist shall have adequate hangers and carrying metal runners to stay in perfect line and level.
- f. Prior to enclosure of ceiling, all dimensions, alignment of metal frames, material specifications, electrical and auxiliary rough ins, carrying metal runners shall be checked to comply with standard installation requirements.

#### **2. Fabrication of Cabinets**

- a. This work item includes the provision and materials for the fabrication and installation of cabinets as specified in the drawings.
- b. The contractor shall furnish all materials, tools, equipment and labor required for the completion and satisfactory performance of work in strict compliance with this Materials should clean and dry and free from rust, dents, cracks and other imperfections thereby impairing its strength, durability and appearance.

- c. All exposed woodwork shall be smoothly dressed and well sandpapered. All joints' specifications and approved plans/drawings.
- d. All materials to be used under this work shall be of approved quality.
- e. Connections shall be glued and properly nailed or screwed.

### III.A.9. Doors, Window, Glass and Glazing

#### 1. Fabrication, Supply and Installation of All Doors

- a. This work item includes fabrication or supply and delivery of all Doors
- b. Furnish all materials and labor, use of tools for the fabrication, delivery and installation of doors as shown on Drawings and herein specified.
- c. Door frames, jambs, and panels shall be of standard size and thickness, unless otherwise specified in the plans/drawings.
- d. All Solid Wooden Doors shall be kiln dried and treated. Lever type doors, Panel doors ready for installation with the provisions for locksets, door keys, and hinge completely operational.
- e. The frames shall be plumb-set and squared in the frames working of walls or building partitions. Locks of doors shall be filled at the lock block, 1000 mm above the finished floor level
- f. Locks shall be installed in conformity with the templates and instructions supplied with the locksets.
- g. The Contractor shall submit sample cross sections of door frames to be installed to the WMSU Physical Plant and Engineering Services (PPES) or to the University Architect (OUA) for approval. Fabricated doors and shutter shall be finished square, smoothly sanded, and free from damage or dent.
- h. Deliver all doors and windows free from any damage. Store materials to avoid contamination from soil or unwanted materials.

#### 2. Fabrication, Supply and Installation of All Windows

- a. This work item includes fabrication or supply and delivery of all Windows.
- b. Furnish all materials and labor, use of tools for the fabrication, delivery and installation windows as shown on Drawings and herein specified.

- c. Windows and window frames shall conform to the size, designs and kinds of materials in the details of windows as indicated in the plans. Aluminum (analok) window frames, jambs, and panels shall be of standard size and thickness.
- d. Use 1/2" thick tempered glass and 3/16" thick clear glass in 2"x6" Aluminum (Analok) window jamb and frame unless otherwise specified in the drawings.
- e. Deliver all windows free from any damage. Store materials to avoid contamination from soil or unwanted materials.

#### III.A.10. Tile and Countertop

1. Installation of Granite Floor Tiles, Countertop Granite Tiles and Ceramic Wall Tiles including Tile Adhesive
  - a. Works herein shall include supply and placing of granite floor tiles as indicated in the plans and drawings.
  - b. The surface where the tile is laid must be level, true to elevation, dry and free from oil and other sediments.
  - c. Allow at least 7 days curing of the scratch coat and setting bed.
  - d. All areas and rooms including stairs, shall be finished with 6mm thick x 600mm x 600mm granite floor tiles and 6mm thick x 300mm x 600mm ceramic wall tiles for the wall finishes of Toilets.
  - e. The contractor shall submit sample of tiles to the WMSU-Physical Plant and Engineering Services for approval of type, quality, and color.
  - f. The tile grout color shall be subject for the WMSU-Physical Plant and Engineering Services Director's approval
  - g. All materials to be used herein shall be brand new and passing Philippine Standard material quality control requirements. It shall have cast, stamp, or indelible marks on it like manufacturer's trademarks or name, weight, type, or classes of products when so required.
  - h. Tiles shall be installed by applying heavy duty adhesive to backs of tile and firmly pressing tile into the floating coat to true plane and position.
  - i. Joints shall be maintained uniformly wide by aligning spacer lugs on tile edges. All joint lines shall be kept straight and true to profiles, plumbed and internal corners rounded using the appropriate trims.
  - j. Flooring shall be sloped to floor drain as shown in the plans.



- k. All tile work finishing shall be adequately protected from damage during the progress of construction. Chipped, cracked, or broken tile shall not be used, and all defective work shall be replaced and repaired to the approval of the WMSU-Physical Plant and Engineering Services at Contractor's expense.

#### III.A.11. Painting Works

1. Painting works shall be as indicated on Drawings and described in the Bill of Quantities. Includes substrate preparation, application of neutralizers, putty, sanding, cleaning, protection, etc. to provide a strong or durable paint coating, following manufacturer's written instructions and acceptable trade practices.
2. Provide materials that are suitable for the job and or type of construction.
3. Paint materials shall be of the brand specified herein or approved equal by the University Architect.
4. Examine substrate and conditions under which painting will be performed. Proceed with the work only when conditions are satisfactory.
5. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions otherwise detrimental to formation of a durable paint film.
6. Clean surfaces to be painted before applying paint or surface treatments. Remove oil and grease prior to mechanical cleaning. Program cleaning and painting so that contaminants from cleaning process will not fall into wet, newly-painted surfaces.
7. Perform preparation and cleaning procedures in accordance with paint manufacturer's instructions and as herein specified, for each particular substrate condition.

APPROVED BY:




**AR. JOSEPH ANDREW L. SAHIAL, uap**

University Architect/ Director,  
Physical Plant and Engineering Services

III.A.12. Electrical Works

1. All electrical works herein shall be done in accordance with the latest edition of the Philippine Electrical Code (PEC), rules and regulations of the National Building Code and shall comply with the requirements of the Local City Ordinances and issued Approved
2. All materials and fixtures to be used herein shall be brand new and passing Philippine Standard material quality control requirements.
3. It shall have cast, stamp or indelible marks on it like manufacturer's trademarks or name, weight, type or classes of products when so required.
4. All electrical wirings shall be done using polyvinyl chloride conduits (PVC). Minimum size for all conduit shall be 20 mm Ø electrical trade size.
5. All electrical wires shall be copper and thermoplastic insulated type THHN except for the main feeder conductors which is THWN. The minimum size of wires for power lines shall be 3.5mm and 2.0mm for lighting with color coding as follows:  
Line A ..... RED Neutral .....YELLOW WITH GREEN STRIPES  
Line B.....BLUE Equipment groundings ..... GREEN
6. All lighting fixtures shall be according to as specified in the plans/drawings.
7. All convenience outlet shall be three (3) prong type, to address proper grounding. The mounting height above finished floor line of all wiring devices shall be as follows:  
Light switches ..... 1400 mm  
Convenience outlets ..... 300 mm  
Panel board ..... 1800 mm
8. There shall be adequate and effective equipment grounding. Ground resistance should be no more than 5 ohms. If ground resistance is more than 5 ohms, additional ground rod shall be installed. Grounding electrode conductor shall not be smaller than 80 mm<sup>2</sup> copper (Cu) or 185 mm<sup>2</sup> aluminum (Al).
9. All electrical works herein shall be coordinated with other building works.
10. All electrical works herein shall be done under the direct supervision of a duly registered Electrical Engineer (PEE or PE).

APPROVED BY:  
  
**Engr. Ricardo B. Gonzales**  
University Electrical Engineer

### III.A.13. Plumbing Works

1. All plumbing works included herein shall be executed according to the requirements of the National Plumbing Code of the Philippines, and the Rules and Regulations of the Local Municipality (Zamboanga Water District).
2. Read the drawing in connection with other related drawing and specifications. The Physical Plant and Engineering Services director and the Master Plumber shall be notified immediately of any discrepancy found therein
3. The contractor shall determine the actual location depth and invert discrepancy of all existing pipe and structures to conform with the proposed sanitary utilities.
4. The location of pipes can be transferred whenever required for proper execution of other trades or condition that such changes of locations meet the requirements.
5. If slopes for horizontal branches shall maintain 1 – ½% as minimum unless noted otherwise.
6. Unless otherwise indicated, all fixtures shall be vented.
7. Size of water supply pipes to fixtures shall be in accordance with the manufacturer's instructions.
8. Unless otherwise specified, all downspout shall be PVC.
9. Unless otherwise specified, all sewer and vent pipes shall be PVC pipes.
10. All floor drain shall be 4" Stainless steel in good quality.
11. All water supply line from main water line shall have individual control gate valve.
12. All sewer pipe must be taped to the existing septic vault.
13. Use 3 Ø PVC pipe S-1000 for ventilation.
14. Use 3 Ø PVC pipe S-1000 for sanitary.
15. Use ½" Ø PPR pipe PN-20 for water supply.
16. In every water closet, lavatory and sink must provide 3 Ø PVC S-1000 pipe for ventilation.

### III.A.14. As-built (Record) Drawings and Related Documents

1. The Contractor shall maintain a neat and accurately marked set of As-Built Drawings which shall be provided to WMSU-Physical Plant and Engineering Services Office for review and approval prior to final acceptance of the Work.

2. The As-Built Drawings shall represent the Work as constructed and document changes to the Work shown on the Project Plans, and shall show the actual as-constructed conditions of installed or modified systems, equipment, and material.
3. The As-Built (Record) Drawings shall show, by field measured dimensions, the exact locations of all underground work, including all piping and components, and the final elevations and locations of all improvements constructed, modified or adjusted.
4. Record drawings shall be available for inspection by the agency at all times and shall be updated at least weekly with all Field or Site Instructions and other written directives, Contract Change
5. Orders, and Contract adjustments shown thereon and initialed by the Agency. Progress payments Unless otherwise specified in the Special Provisions, the Contractor shall submit two (2) sets of As-Built Drawings to WMSU-Physical Plant and Engineering Services Office at the final inspection. These As-Built Drawings shall include certification by the Contractor that the As-Built Drawings are a true representation of the Work as actually constructed.  
  
The Work will not be formally accepted until the As-Built Drawings are provided to and approved
6. by the to the WMSU-Physical Plant and Engineering Services Office. Final payment or a portion thereof may be withheld if final As-Built Drawings are not provided.

#### III.A.15. Permits and Clearances

1. All works covered by this specification shall be complete and functional in all respects and shall comply with the rules, regulations and requirements of local authorities having jurisdiction over the installations and all other relevant statutory requirements.
2. The Contractor shall apply from all local authority necessary permits and certificates. These shall include but are not limited to building permit, occupancy permits and associated construction permits. The timing for the applications shall be such that, to the opinion of the WMSU-Physical Plant and Engineering Services Office, the overall work progress will not be affected.
3. Upon completion of the Works, the Contractor shall carry out all necessary tests on the various systems of the installations as required by agency or the local authorities, and shall apply for and obtain all certificates and approval from the relevant authorities for the work done and shall submit same to WMSU-Physical Plant and Engineering Services Office.

4. The Contractor shall arrange for local authorities' inspections and obtain the required approval and permits or certificates from the local authority at a time as directed by WMSU Physical Plant and Engineering Services Office.
5. The Contractor is to note that the contracted works will not be considered as practically complete prior to the receipt of the approval of certificates.

APPROVED BY:



**AR. JOSEPH ANDREW L. SAHIAL, uap**

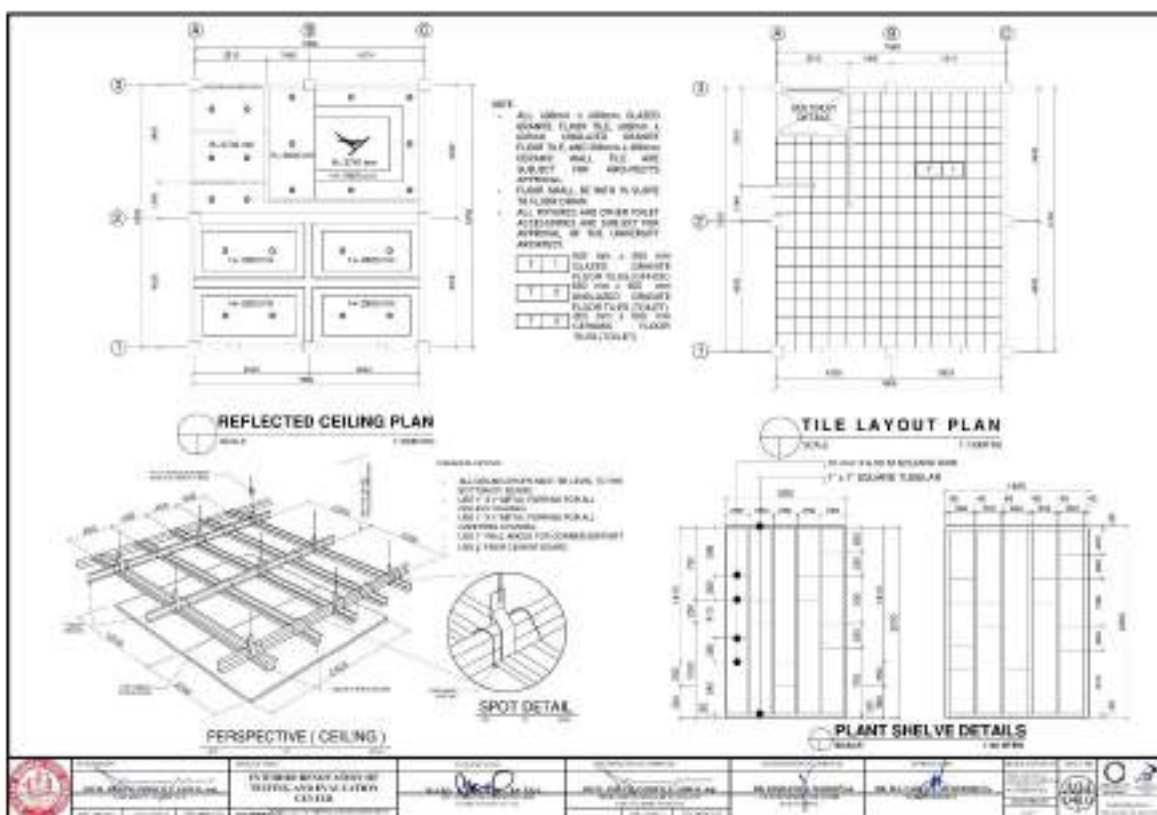
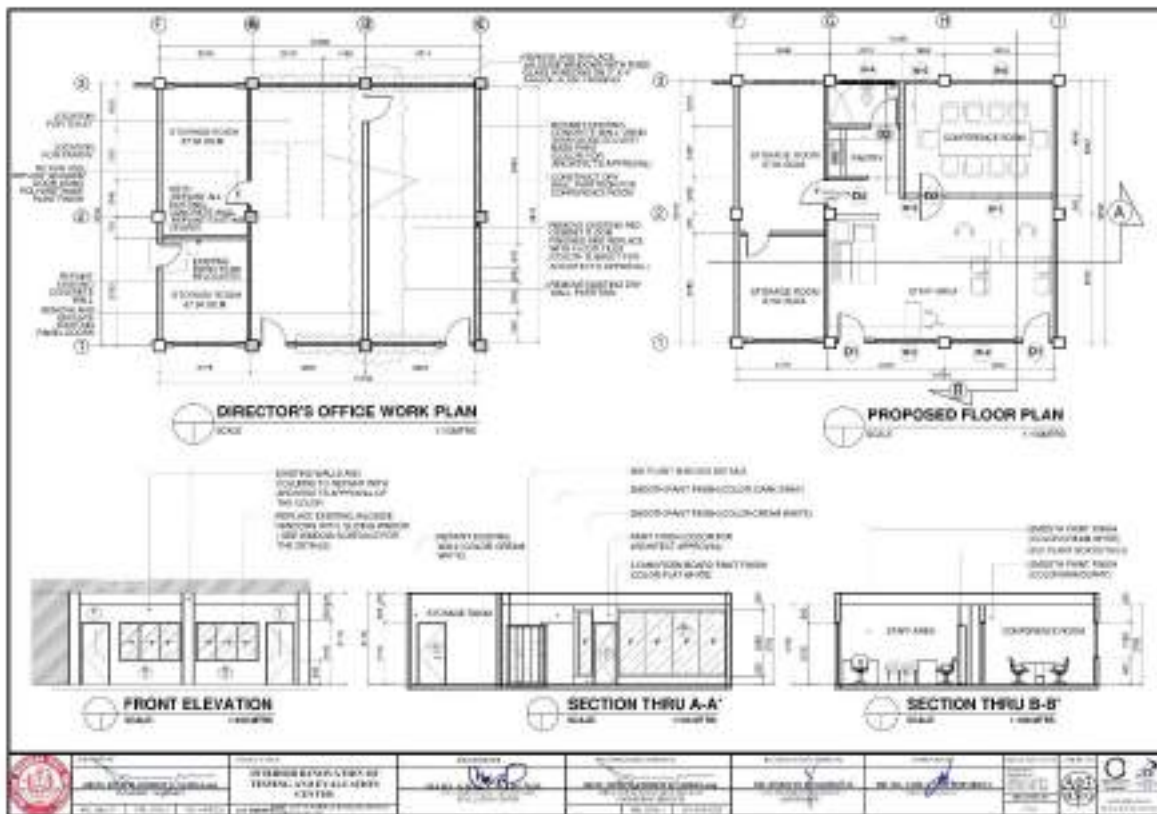
University Architect Director,  
Physical Plant and Engineering Services

# Section VII. Drawings

<p style="text-align: center;"><b>PERSPECTIVE</b> SCALE: 1/8" = 1'-0"</p>		<p style="text-align: center;"><b>VICINITY MAP</b> SCALE: 1/8" = 1'-0"</p> <p style="text-align: center;"><b>SITE DEVELOPMENT PLAN</b> SCALE: 1/8" = 1'-0"</p>		<p><b>LEGEND</b></p> <table border="1"> <thead> <tr> <th>SYMBOL</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>(Symbol)</td> <td>(Description)</td> </tr> <tr> <td>(Symbol)</td> <td>(Description)</td> </tr> </tbody> </table>		SYMBOL	DESCRIPTION	(Symbol)	(Description)	(Symbol)	(Description)	<p><b>TABLE OF CONTENTS</b></p> <table border="1"> <thead> <tr> <th>SHEET NO</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>SHEET NO 1-ARI</td> <td>PRODUCTION AND SITE MAP</td> </tr> <tr> <td>SHEET NO 2-ARI</td> <td>PROPOSED FLOOR PLAN</td> </tr> <tr> <td>SHEET NO 3-ARI</td> <td>GROUND FLOOR WORK PLAN</td> </tr> <tr> <td>SHEET NO 3-ARI</td> <td>MECHANICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 3-ARI</td> <td>ELECTRICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 4-ARI</td> <td>MECHANICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 4-ARI</td> <td>ELECTRICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 5-ARI</td> <td>MECHANICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 5-ARI</td> <td>ELECTRICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 6-ARI</td> <td>MECHANICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 6-ARI</td> <td>ELECTRICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 7-ARI</td> <td>MECHANICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 7-ARI</td> <td>ELECTRICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 8-ARI</td> <td>MECHANICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 8-ARI</td> <td>ELECTRICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 9-ARI</td> <td>MECHANICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 9-ARI</td> <td>ELECTRICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 10-ARI</td> <td>MECHANICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 10-ARI</td> <td>ELECTRICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 11-ARI</td> <td>MECHANICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 11-ARI</td> <td>ELECTRICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 12-ARI</td> <td>MECHANICAL LAYOUT</td> </tr> <tr> <td>SHEET NO 12-ARI</td> <td>ELECTRICAL LAYOUT</td> </tr> </tbody> </table>		SHEET NO	DESCRIPTION	SHEET NO 1-ARI	PRODUCTION AND SITE MAP	SHEET NO 2-ARI	PROPOSED FLOOR PLAN	SHEET NO 3-ARI	GROUND FLOOR WORK PLAN	SHEET NO 3-ARI	MECHANICAL LAYOUT	SHEET NO 3-ARI	ELECTRICAL LAYOUT	SHEET NO 4-ARI	MECHANICAL LAYOUT	SHEET NO 4-ARI	ELECTRICAL LAYOUT	SHEET NO 5-ARI	MECHANICAL LAYOUT	SHEET NO 5-ARI	ELECTRICAL LAYOUT	SHEET NO 6-ARI	MECHANICAL LAYOUT	SHEET NO 6-ARI	ELECTRICAL LAYOUT	SHEET NO 7-ARI	MECHANICAL LAYOUT	SHEET NO 7-ARI	ELECTRICAL LAYOUT	SHEET NO 8-ARI	MECHANICAL LAYOUT	SHEET NO 8-ARI	ELECTRICAL LAYOUT	SHEET NO 9-ARI	MECHANICAL LAYOUT	SHEET NO 9-ARI	ELECTRICAL LAYOUT	SHEET NO 10-ARI	MECHANICAL LAYOUT	SHEET NO 10-ARI	ELECTRICAL LAYOUT	SHEET NO 11-ARI	MECHANICAL LAYOUT	SHEET NO 11-ARI	ELECTRICAL LAYOUT	SHEET NO 12-ARI	MECHANICAL LAYOUT	SHEET NO 12-ARI	ELECTRICAL LAYOUT	<p style="text-align: center;"><b>DPWH</b></p> <p style="text-align: center;">DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS</p>	
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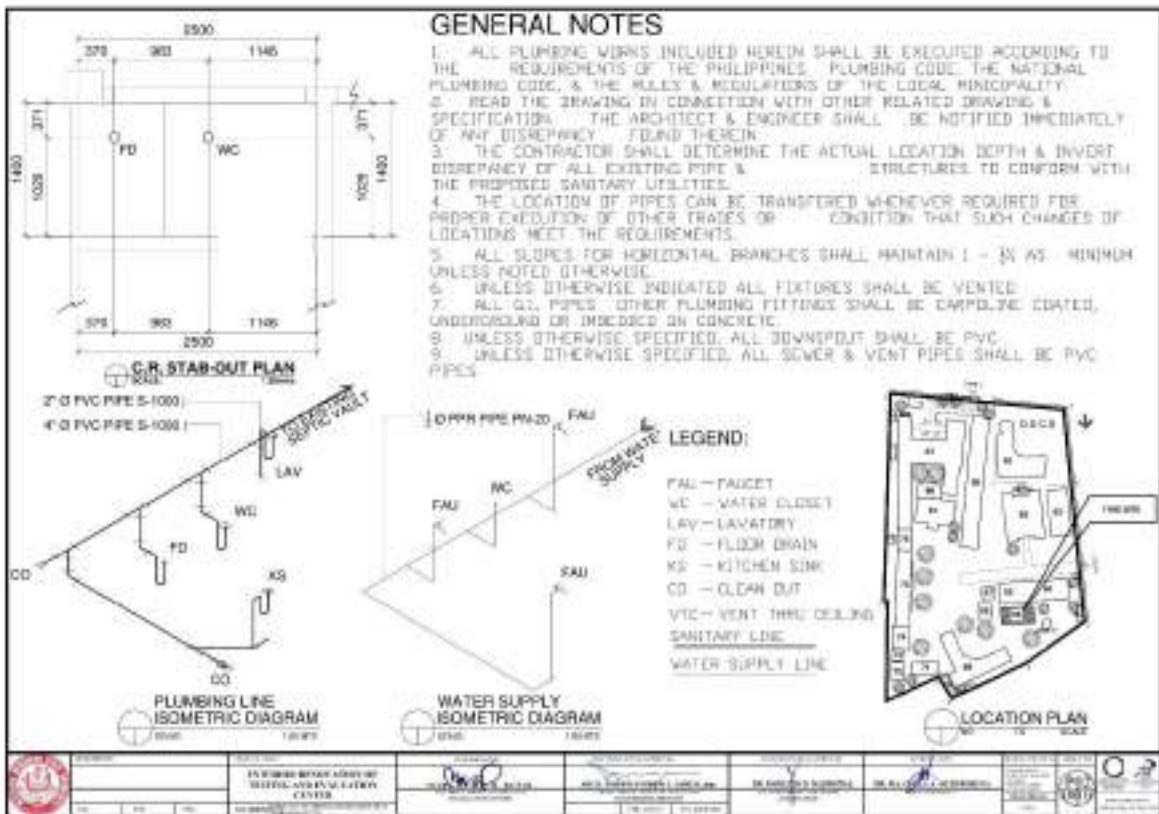
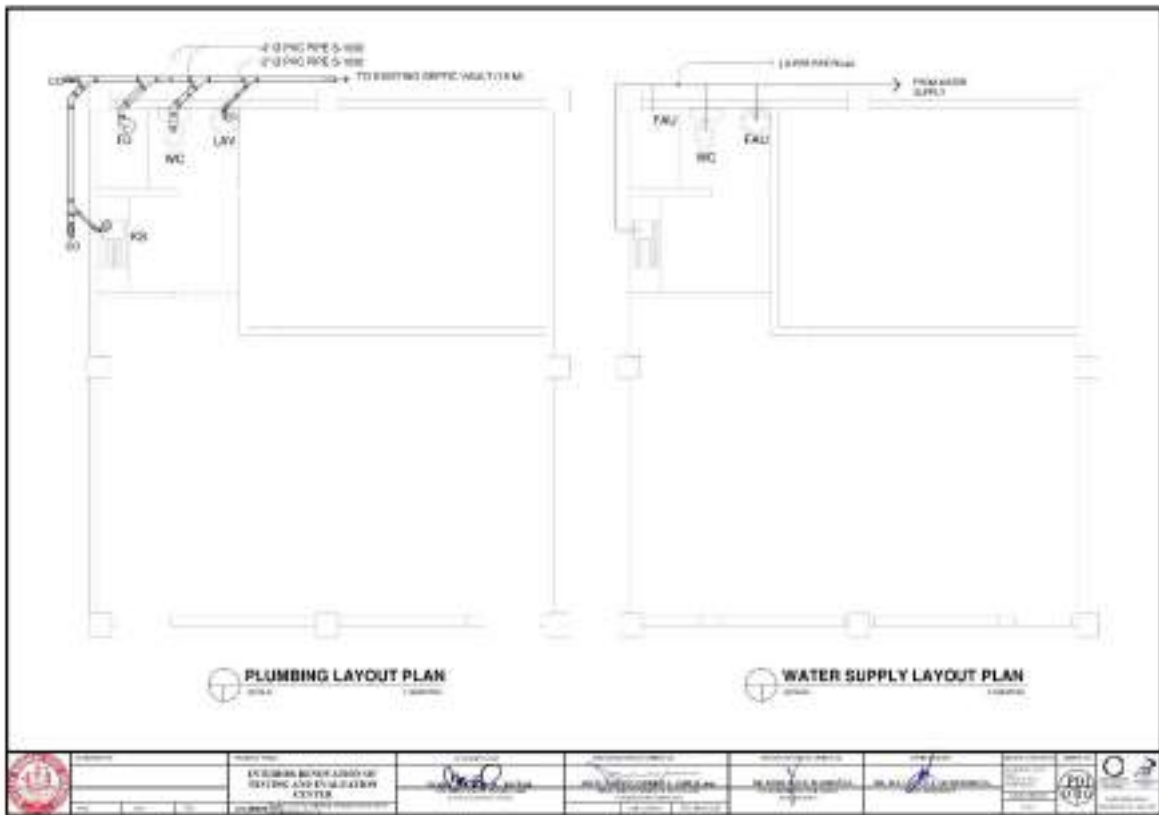
**GROUND FLOOR WORK PLAN**  
SCALE: 1/8" = 1'-0"

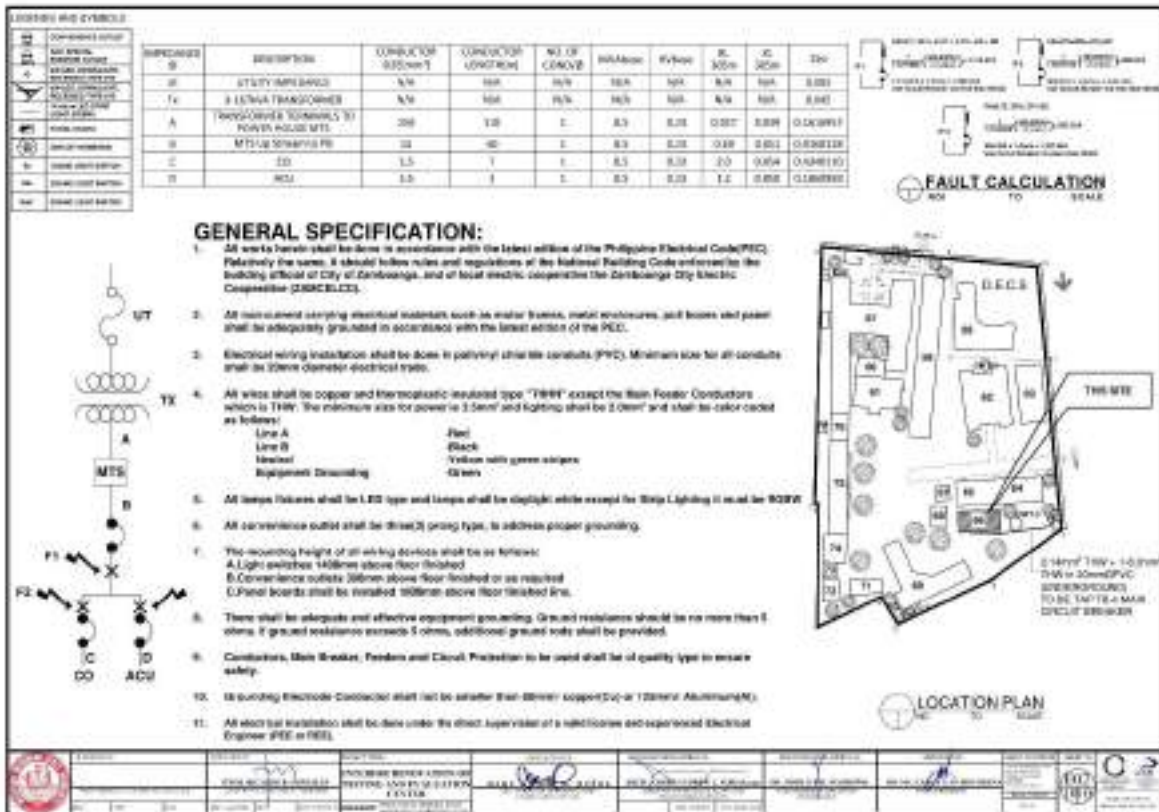
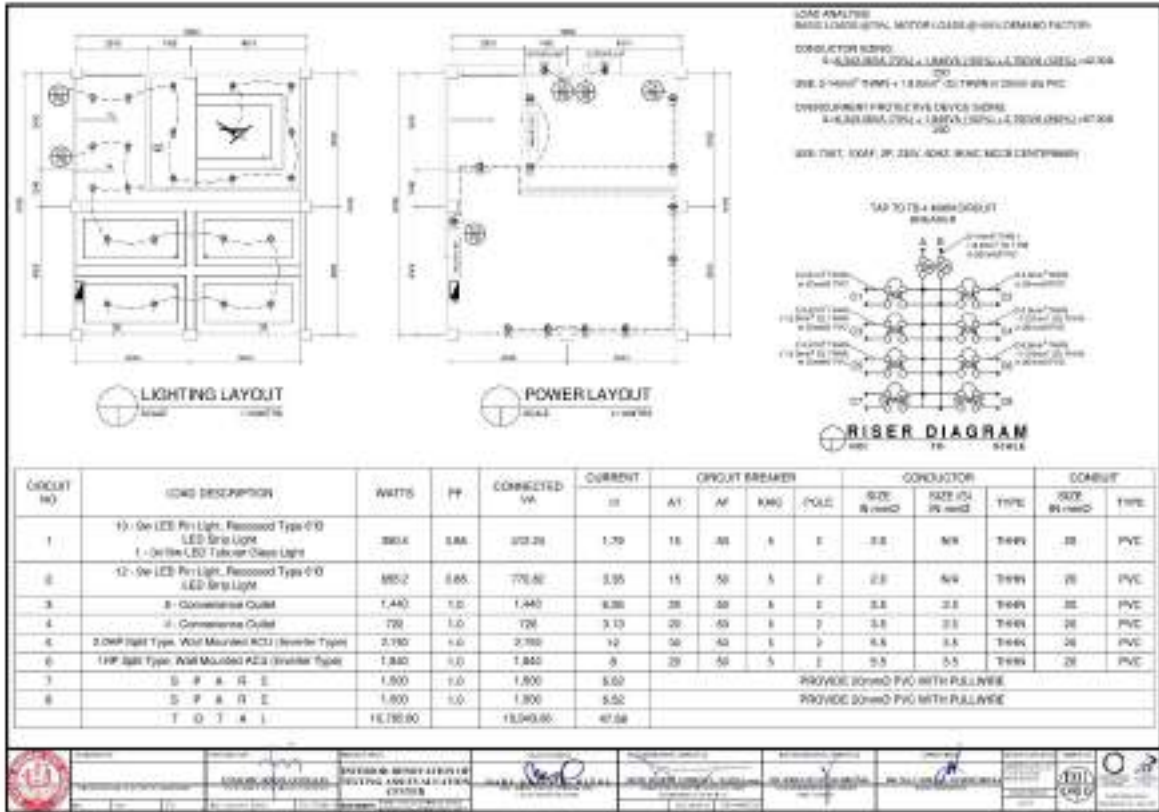
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<p>NO. 123456789</p>		<p>NO. 987654321</p>		<p>NO. 112233445</p>		<p>NO. 556677889</p>	
<p>DATE: 2023-10-27</p>		<p>DATE: 2023-10-27</p>		<p>DATE: 2023-10-27</p>		<p>DATE: 2023-10-27</p>	











## ***Section VIII. Bill of Quantities***

### **Notes on the Bill of Quantities**

#### **Objectives**

The objectives of the Bill of Quantities are:

- a. to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and
- b. when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

#### **Daywork Schedule**

A Daywork Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Entity of the realism of rates quoted by the Bidders, the Daywork Schedule should normally comprise the following:

- a. A list of the various classes of labor, materials, and Constructional Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a daywork basis.
- b. Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Contractor's profit, overheads, supervision, and other charges.

#### **Provisional Sums**

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the SCC should state the manner in which they will be used, and under whose authority (usually the Procuring Entity's Representative's).

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors should be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime

Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

**Signature Box**

A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents.



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**  
 Normal Rd., Baliwasan, Zamboanga City  
**PHYSICAL PLANT AND ENGINEERING SERVICES**



WMSU-PPES-FR-007A,08  
 Effective Date: 28-Sept-2021

CONTRACT ID: \_\_\_\_\_  
 CONTRACT NAME: RENOVATION OF THE TESTING AND EVALUATION CENTER  
 LOCATION: WMSU LOT B, MAIN CAMPUS, ZAMBOANGA CITY  
 PROJECT DURATION (C.D.): 90 CALENDAR DAYS

**SUMMARY OF BILL OF QUANTITIES (BIDDER)**

PART NO.	DESCRIPTION	TOTAL AMOUNT
A	General Requirements	
B	Demolition/Earthworks	
E	Concrete Works	
F	Forms and FalseworkS	
G	Masonry and Plastering Works	
H	Carpentry and Joinery Works	
I	Doors, Windows, Glass and Glazing and Metal Railings	
J	Installation of Floor Tiles including Tile Adhesive	
M	Painting Works	
N	Plumbing Works	
P	Electrical Works	
<b>Total Amount:</b>		

\_\_\_\_\_  
 COMPANY NAME

\_\_\_\_\_  
 POSITION

\_\_\_\_\_  
 NAME OF THE REPRESENTATIVE



CONTRACT ID: \_\_\_\_\_  
 CONTRACT NAME: RENOVATION OF THE TESTING AND EVALUATION CENTER  
 LOCATION: WMSU LOT B, MAIN CAMPUS, ZAMBOANGA CITY  
 PROJECT DURATION: 90 CALENDAR DAYS

**BILL OF QUANTITIES (BIDDERS)**

Item No.: **A**

Description: **GENERAL REQUIRMENTS**

PAY ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
A.1	PERIMETER FENCE	33.8	sq.m		
A.2	PROJECT BILLBOARD	1	ls.		
A.3	OCCUPATIONAL SAFETY AND HEALTH PROGRAM	1	ls.		
A.4	MOBILIZATION / DEMOBILIZATION	1	ls.		
<b>Total for this Page:</b>				(In Words):	
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CONTRACT ID: \_\_\_\_\_  
 CONTRACT NAME: **RENOVATION OF THE TESTING AND EVALUATION CENTER**  
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 PROJECT DURATION: **90 CALENDAR DAYS**

**BILL OF QUANTITIES (BIDDERS)**

Item No.: **B**

Description: **DEMOLITION / EARTHWORKS**

PAY ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMOUNT
B.3	MANUAL DEMOLITION/ REMOVAL OF DOUBLE WALL PARTITIONS WITH SMALL TOOLS	sq.m	18.79		
<b>Total for this Page:</b>			(In Words):		
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WMSU-PPES-FR-008-90  
 Effective Date: 30-Sept-

CONTRACT ID: \_\_\_\_\_  
 CONTRACT NAME: **RENOVATION OF THE TESTING AND EVALUATION CENTER**  
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**BILL OF QUANTITIES (BIDDERS)**

Item No.: **E**

Description: **CONCRETE WORKS**

PAY ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
E.3.9	Counter Lavatory	2.31	cum		
<b>Total for this Page:</b>			(In Words):		
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WMSU-PPES-FR-008(B)  
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**BILL OF QUANTITIES (BIDDERS)**

Item No.: **F** Description: **FORMWORKS AND FALSEWORKS**

PAY ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMOUNT
F.3	BUILDING FORMWORKS AND SCAFFOLDINGS	ls	1.00		
<b>Total for this Page:</b>			(In Words):		
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**BILL OF QUANTITIES (BIDDERS)**

Item No.: **G**

Description: **MASONRY AND PLASTERING WORKS**

PAY ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
G.1	100mm Concrete Hollow Block (CHB)	13.7	sq.m		
G.2	Cement Plaster Finish	33.79	cu.m		
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**BILL OF QUANTITIES (BIDDERS)**

Item No.: **H**

Description: **CARPENTRY AND JOINERY WORKS**

PAY ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMOUNT
H.1.1	Drop Ceiling (Fiber Cement Board)	sq.m	73.6		
H.2.1	Fiber Cement Wall Partition on Metal Framing System	sq.m	15		
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**BILL OF QUANTITIES (BIDDERS)**

Item No.: 1

Description: **DOORS, WINDOWS, GLASS  
 AND GLAZING AND METAL  
 RAILINGS**

PAY ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
1.1.1	Doors	4	set		
1.1.2	Windows	6	set		
<b>Total for this Page:</b>					
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**BILL OF QUANTITIES (BIDDERS)**

Item No.: J

Description: TILEWORKS

PAY ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMOUNT
J.1.6	Granite Floor Tiles	sq.m	69.95		
J.2.2	Glazed Ceramic Wall Tiles	sq.m	14.75		
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**BILL OF QUANTITIES (BIDDERS)**

Item No.: **M** Description: **PAINTING WORKS**

PAY ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMOUNT
M.2	Paint on concrete/masonry surface	sq.m	327.22		
M.3	Painting on Wood Surface	ls	4.00		
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**BILL OF QUANTITIES (BIDDERS)**

Item No.: **N**

Description: **PLUMBING WORKS**

PAY ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMOUNT
N.1.2	PPR Pipes and Fitting	m	1.00		
N.2.1	Sanitary Pipes & Fitting	m	1.00		
N.3.2	Water Closet with Complete Accessories	set	1.00		
N.3.13	Lavatory with Complete Accessories	set	1.00		
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**BILL OF QUANTITIES (BIDDERS)**

Item No.: **P**

Description: **ELECTRICAL WORKS**

PAY ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE	AMOUNT
P.1	Conduits Boxes and Fittings	ls	1.00		
P.2	Wires and Wiring Devices	ls	1.00		
P.3	Lighting and Power Fixtures	ls	1.00		
P.4	Panel including Circuit Breaker	ls	1.00		
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## ***Section IX. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
- (d) Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**
- (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** original copy of Notarized Bid Securing Declaration; **and**
- (f) Project Requirements, which shall include the following:
- a. Organizational chart for the contract to be bid;
  - b. List of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
  - c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- (g) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

### *Class "B" Documents*

- (i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

## II. FINANCIAL COMPONENT ENVELOPE

- (j) Original of duly signed and accomplished Financial Bid Form; **and**

### Other documentary requirements under RA No. 9184

- (k) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (l) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- (m) Cash Flow by Quarter.

